



## BOARD OF DIRECTORS MEETING

Electronic Meeting 29-30 November 2013

### MINUTES

<b>Meeting place:</b>	Electronic meeting
<b>Meeting date:</b>	29-30 November 2013
<b>Meeting time:</b>	-

Attendees	Title	Present	Justified	Absent
Prof. Filiberto Bilotti	<i>President</i>	✓		
Prof. Sergey Tretyakov	<i>Former President</i>	✓		
Prof. Maria Kafesaki	<i>Director</i>	✓		
Prof. Dorota Pawlak	<i>Director</i>	✓		
Dr. Vladimir Podlozny	<i>Director</i>	✓		
Prof. Alex Schuchinsky	<i>Director</i>	✓		

<b>Meeting chaired by:</b>	<i>Prof. Filiberto Bilotti</i>
<b>Meeting minutes kept by:</b>	<i>Prof. Filiberto Bilotti</i>

### AGENDA

1. Recommendation about the approval of the following documents:
  - 1.1 Final budget 2012 – official document by Finnish book-keeping company
  - 1.2 Summary of the final budget 2012 to be submitted to the GA
  - 1.3 Expected budget 2013 to be submitted to the GA
  - 1.4 Provisional budget 2014 to be submitted to the GA

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## Meeting Minutes

### 1. Recommendation about the approval of the budget documents in the agenda

The President sends an email message to the Directors (*Annex 1*) informing that the office and the book-keeping company have prepared the following documents:

- Final budget 2012 – official document by Finnish book-keeping company (*Annex 2*)
- Summary of the final budget 2012 to be submitted to the GA (*Annex 3*)
- Expected budget 2013 to be submitted to the GA (*Annex 4*)
- Provisional budget 2014 to be submitted to the GA (*Annex 5*)

According to the METAMORPHOSE VI AISBL Constitution, the President asks the members of the Board of Directors to study the received documents and express their recommendation. After the approval the documents will be submitted to the General Assembly for the final approval.

The recommendation votes have been casted via email and have been given as follows:

Director	Doc. 1.1	Doc. 1.2	Doc. 1.3	Doc. 1.4
Prof. Filiberto Bilotti	YES	YES	YES	YES
Prof. Sergey Tretyakov	YES	YES	YES	YES
Prof. Maria Kafesaki	YES	YES	YES	YES
Prof. Dorota Pawlak	YES	YES	YES	YES
Dr. Vladimir Podlozny	YES	YES	YES	YES
Prof. Alex Schuchinsky	YES	YES	YES	YES

**Decision - According to the voting results, the Board of Directors recommends the approval of all the budget documents listed in the Agenda and reported in Annexes II-V.**

According to the VI Constitution, the procedure now foresees that this recommendation will be passed to the General Assembly for the final vote.

Rome, 30 November 2013

Prof. Filiberto Bilotti

*Filiberto Bilotti*  
President

**Oggetto:** METAMORPHOSE VI - Board of Directors - Budget 2012-2013-2014  
**Data:** venerdì 29 novembre 2013 14:07:26 Ora Standard Europa Centrale  
**Da:** Filiberto Bilotti  
**A:** Sergei Tretyakov, Vladimir Podlozny, Alex Schuchinsky, Kafesaki Maria,  
Dorota.Anna.Pawlak@gmail.com  
**CC:** Enrico Acciardi

Dear Directors,

it is time to approve:

1. The Final Budget 2012 (Annex I shows the details, Annex II the summary)
2. The Expected Budget 2013 (Annex III)
3. The Provisional Budget 2014 (Annex IV)

I would like to ask you separate votes for the three items.  
My three votes, of course, are all YES.

The BoD decisions will then be passed to the General Assembly for the final approval.  
I would also ask you to print, sign, scan, and send back to me p. 12 of Annex I.  
You can do that even later but now, please, give your votes ASAP because I need to send the BoD decision to the GA.

Best wishes,

Filiberto

P.S. Provisional budget for 2014 is rather conservative. My expectation is to get more from the Congress 2014. However, for the time being, my proposal is to consider a perfect balance between income and expenses for year 2014.

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**Prof. Filiberto Bilotti**

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**VIRTUAL INSTITUTE FOR ARTIFICIAL ELECTROMAGNETIC  
MATERIALS AND METAMATERIALS**

**BALANCE SHEET PAPER  
TASEKIRJA**

**01.01 - 31.12.2012**

### Annex III – Final budget and current assets 2012 - Summary

<b>FINAL BUDGET 2012</b>		
<b>Description</b>	<b>Yield</b>	<b>Expenses</b>
Metamaterials Congress 2012	115276,82	59211,00
20th School	9900,00	400,00
ECONAM project	38526,98	0,00
NANOGOLD project	0,00	21722,12
Membership fees	18610,00	
Personnel costs		25856,70
Aalto contract		46056,06
Travel expenses		3538,84
Advertising		2460,21
Other (supplies, insurance, etc.)		3346,59
Interest yields	263,49	
Other financing costs		1726,76
<b>Total</b>	<b>182577,29</b>	<b>164318,28</b>
<b>Surplus/deficit</b>	<b>18259,01</b>	

<b>CURRENT ASSETS @ 31.12.2012</b>	
Adjusting entries for assets	150,91
Cash	2,05
Cheque account	111061,28
Deposit account	5050,33
Investment account	31291,14
<b>Total</b>	<b>147555,71</b>

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## Annex IV – Expected budget and assets 2013 - Summary

<b>EXPECTED BUDGET 2013</b>		
<b>Description</b>	<b>Yield</b>	<b>Expenses</b>
Metamaterials Congress 2012	7701,02	8190,76
20th School - UCL	0,00	5525,71
NANOGOLD	13343,61	0,00
Metamaterials Congress 2013	172904,97	93572,79
22nd School - Glasgow	21071,38	18822,00
24th School - Rome	659,20	0,00
Course European Patent Office	3343,45	
Membership fees	9287,93	
Personnel costs		19135,17
Aalto contract		54618,52
Roma Tre contract		7500,00
Travel expenses		2695,76
Advertising		0,00
Insurance-pension personnel costs		6924,48
Book-keeping		5000,00
Other (scanning company, FedEx, etc.)		4327,96
Interest yields	86,00	
Bank fees		1000,00
<b>Total</b>	<b>228397,56</b>	<b>227313,15</b>
<b>Surplus/deficit</b>	<b>1084,41</b>	

Note: cells in green are expectations, while cells not in green represent actual income or expenses.

<b>EXPECTED ASSETS @ 31.12.2013</b>	
Adjusting entries for assets	0,00
Cash	1349,63
Cheque account	114058,69
Deposit account	1856,00
Investment account	31375,80
<b>Total</b>	<b>148640,12</b>

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## Annex V – Provisional budget and assets 2014 - Summary

PROVISIONAL BUDGET 2014		
Description	Yield	Expenses
Metamaterials Congress 2014	120000,00	100000,00
24th School - Rome	8000,00	8000,00
26th School - Jena	8000,00	8000,00
Membership fees	24000,00	
Personnel costs		17600,00
Roma Tre contract		5000,00
Travel expenses		2000,00
Advertising		0,00
Insurance-pension personnel costs		12400,00
Book-keeping		3000,00
Other (consumables, etc.)		3000,00
Interest yields	0,00	
Bank fees		1000,00
<b>Total</b>	<b>160000,00</b>	<b>160000,00</b>
<b>Surplus/deficit</b>	<b>0,00</b>	

EXPECTED ASSETS @ 31.12.2014	
Adjusting entries for assets	0,00
Cash	1349,63
Cheque account	114058,69
Deposit account	1856,00
Investment account	31375,80
<b>Total</b>	<b>148640,12</b>

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